Quartermaster
Center and School

AFMIS

Army Center of Excellence
Subsistence

Directorate of Training

PRESENTS

AFMIS Training
For The Installation Food Advisor

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Dining Facility Management Review

Learning Activity One

Dining Facility Objectives

AFMIS Operation Management

General Administration Management

Menu Management Processes

Subsistence Management Process

Inventory Management Process

Headcount Management Processes

Dining Facility Operations Review

Structure

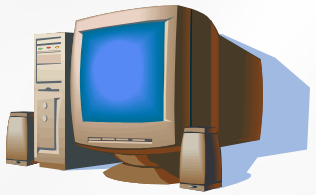
- **Dining Facility Objectives**
  - ❑ Customer Service Management
  - ❑ Personnel Management
  - ❑ Resource Management
  - ❑ Budget Management
  - ❑ Task Management
  - ❑ Effective Communications

AND: “Soldier”

Dining Facility Operations Review

Structure

- **AFMIS Operations**
  - Security / Passwords
  - Problem Reporting
  - DFO Reports and Filing Guidance
  - SOP / Work Schedules
  - Continuity of Operations
  - Contingency Plans
  - Formal Problem Reporting
  - DA Form 5005-R Guidance



Dining Facility Operations Review

Structure

- **General Administration Processes**
  - ❑ DF Files – BDFA Review
  - ❑ Key Personnel
  - ❑ Finance and Accounting Data
  - ❑ Equipment Replacement Reports
  - ❑ Equipment Replacement Process
  - ❑ Cook Status Process

Dining Facility Operations Review

Structure

- **Menu Management Processes**
  - Menu – Supporting Reports
  - Accounts Review - Budgeting
  - Forecasting - Marketing
  - Menu Management
  - Recipe Support - Standards
  - In-House Inventory - BOH
  - Production Schedule Process - Tools
  - Projected Account Status

Dining Facility Operations Review

Structure

- **Subsistence Management Process**
  - ❑ Shopping List Processes
  - ❑ Estimating - Budgeting
  - ❑ Projected Account Status
  - ❑ Master Item File Research
  - ❑ Prime Vendor Catalog Review
  - ❑ Prime Vendor Status Checks

Dining Facility Operations Review

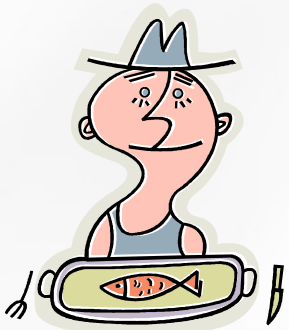
Structure

- **Inventory Management Process**
  - Pre-Inventory Management
  - Inventory Transfers - TISA
  - Inventory Transfers - Internal
  - Inventory Recovery - Relief
  - Inventory Process
  - Final Checks – Error Correctio

Dining Facility Operations Review

Structure

- **Headcount Management Processes**
  - Headcount Procedures
  - Headcount Processing
  - Cash Verification
  - Cash Processing
  - Voucher Close-out
  - Fiscal Year End Procedures



Food Advisory Support – View Access

Learning Activity Two

Access and Purpose

Food Advisory Support

DFAC Resource Review

Administration Files Review

Dining Facility Account Review

Dining Facility Inventory Review

Dining Facility Headcount Review

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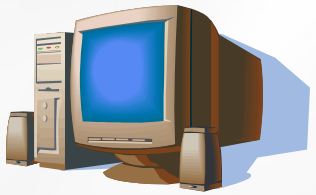
Dining Facility Inquiry Review

Supervision

- **Access and Purpose**
  - SA and IFA Support
  - Multiple DFAC Supervision
  - Consolidation of Reports
  - Customer Tracking
  - Budget Analysis and Compliance
  - Resource Tracking
  - Problem Identification
  - Identifying Training Needs



Dining Facility Inquiry Review

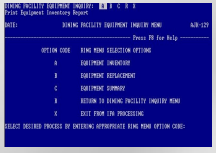
Supervision

- **Food Advisory Support**
  - ❑ Management Assistance
  - ❑ Training Assistance
  - ❑ Support Liaison
  - ❑ Timely Corrections
  - ❑ Problem Resolution

Dining Facility Inquiry Review

- **DFAC Resource Review**
  - ❑ Recipe Review – DFO Recipe Service
  - ❑ Equipment Reports
    - ▪ Equipment Inventory
    - ▪ Equipment Replacement
    - ▪ Equipment Summary
  - ❑ Access Dining Facility
  - ❑ Cook Status Report

Recipes

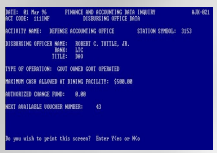


Equipment

Dining Facility Inquiry Review

File Info.

Personnel



FAO

- **Administration Files Review**
  - ❑ Dining Facility File Information
  - ❑ Key Personnel
  - ❑ Finance and Accounting
    - ▪ Next Voucher
    - ▪ Authorized Cash

Dining Facility Inquiry Review

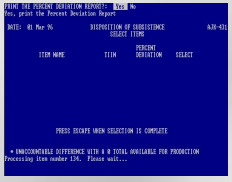
E & E Repor

Account Status

- **DFAC Account Review**
  - ❑ Earnings and Expenditure Record
  - ❑ Account Status – Current / Previous
  - ❑ Account Status FY
    - ▪ Customer Trends
    - ▪ Training Curve Planning
    - ▪ Management Practices

Dining Facility Inquiry Review

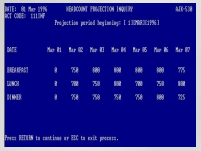
BOH



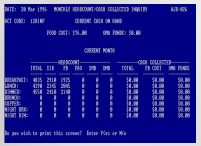
Disposition

- **DFAC Inventory Review**
  - ❑ Current Inventory - BOH
  - ❑ Inventory Practices
  - ❑ Prior Month Review
    - ▪ Percent Deviation Report
    - ▪ Disposition of Subsistence
  - ❑ Discrepancies

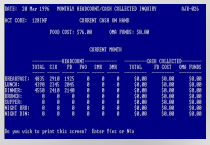
Dining Facility Inquiry Review



Projections



Daily



Monthly

Summary

- **DFAC Headcount Review**
  - ❑ Headcount Forecasting
  - ❑ Headcount History
  - ❑ Headcount Controls
    - HC / Cash Collection
    - Cash Verification
  - ❑ Cash Close-out

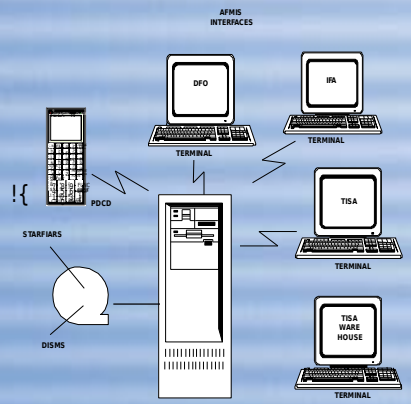
IFA Management and Support

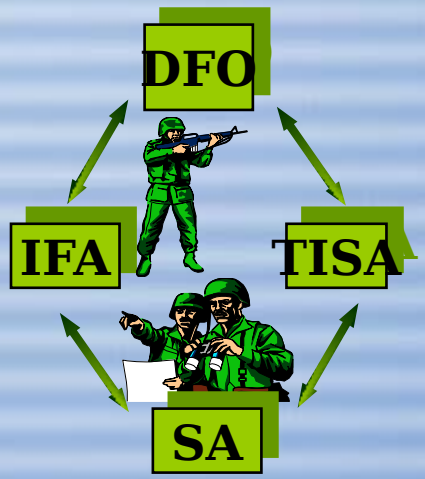
Learning Activity Three

General Files Set-up

Management Tools and Reports

IFA Support Processes





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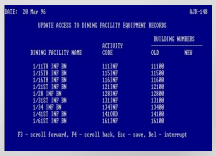
General Files Set-up

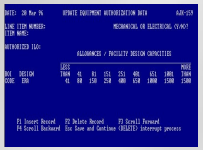
DF Access



Equipment Access

- **Dining Facility Records Access**
  - Granting Access
    - Print Access Roster
  - Equipment Records Access
    - On-Line Tennant Report

General Files Set-up



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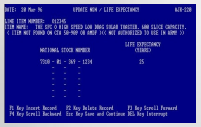


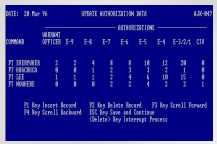
NSN

Inflation

Design

- **Equipment Records Set-up**
  - Equipment Authorizations
    - LIN / Nomenclature / BOI / ERA
    - Authorized
  - Equipment NSN / Life Expectancy
  - Inflation Rate
  - Design Specification
    - Design Capacity
    - Number in Facility - Areas

General Files Set-up



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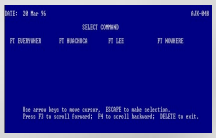


UIC

- **Cook Status Records Set-up**
  - Personnel Authorizations
    - Installation Commands
    - Personnel Authorized
  - Unit of Assignment
    - Activity – Dining Facility

General Files Set-up

Meal Rates

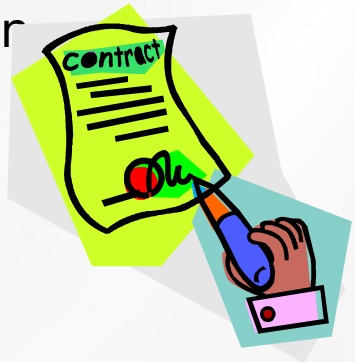
Classification

- **Cash Meal Payment Costs**
  - Meal Rates
    - Review
    - Records Maintenance
  - Account Classification
    - Review
    - Records Maintenance

General Files Set-up

Contract

- **DFAC Contract Set-up**
  - ❑ Contract Numbers
  - ❑ Type of Operation
    - Full Food Service
    - Management and Production
    - Dining Facility Attendant
  - ❑ Contract Per Facility

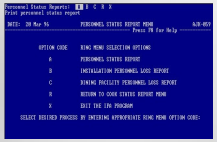


Management Tools and Reports

Reports

- **Resource Management & Reports**
  - Equipment Replacement Reports
    - NSN Catalog Report
    - Equipment Summary – DF Inquiry
    - Equipment Inventory
    - Equipment Budget Report
    - Equipment Budget Worksheet

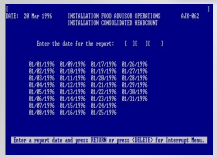
Management Tools and Reports



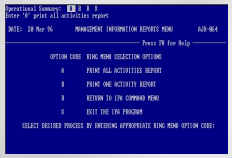
Reports

- **Resource Management & Reports**
  - Personnel – Cook Status Reports
    - Authorization Report
    - Dining Facility Loss Report
      - 30/60/90 Day Loss
    - Installation Loss Report
      - 30/60/90 Day Loss
    - Installation Status Report

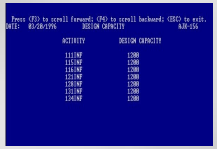
Management Tools and Reports



Headcount



Operations

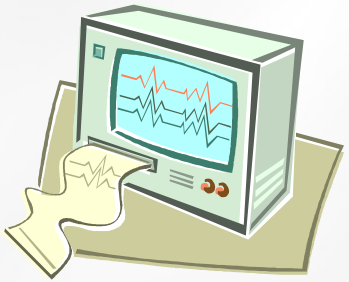


Participation

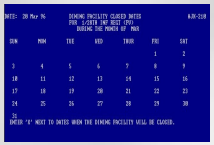
Inventory

Headcount

- **DFAC Operations & Mgmt. Reports**
  - Headcount Inquiries
    - Consolidated HC Report
    - Cumulative HC Report
  - DF Operations Summary Report
  - DF Participation Rate – Design
  - Inventory Value Objective
  - Automated Headcount Report
  - Detailed Reports – DF Inquiry



Management Tools and Reports



Contracts

Bulletin

- **Contract Management**
  - Random Survey Process
    - Closed Dates
    - Sample Size
      - Operating Days

- **DFAC Communications**
  - Bulletin Board
    - Menu Board
    - Training

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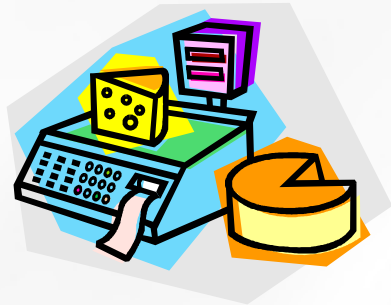
IFA Support Processes

MIF

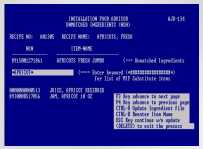
Reconcile

Subsistence Support

- Master Item File Review
  - Conversion Factor
- MIF Reconciliation Process
  - Weekly - Monthly
  - Schedule with SA / TISA
  - Only User On
  - Run Time: No Longer Than 15 Minutes



IFA Support Processes



Replace

- **Recipe Support**
  - ❑ Missing / Mismatched Ingredient
  - ❑ Ingredient Replacement
    - ▪ Ingredients Not Stocked
    - ▪ Unmatched Ingredients - Select
    - ▪ Unique NSN
  - ❑ Recipe Review
    - ▪ DFO Vs. IFA

IFA Support Processes

Course

Recipes

- **Recipe Support - Continued**
  - Course File Maintenance
  - Recipe Maintenance – Backup / Load
    - Header Information
    - Ingredients - TIIN
    - Conversion Factors
    - Instructions
  - Sending Recipe
    - Dining Facility Interface

IFA Support Processes

- **Recipe Support - Continued**
  - Recipe Costs
    - Compute Recipe Costs
    - POS Quarterly Price Update
    - POS Cost Deviation

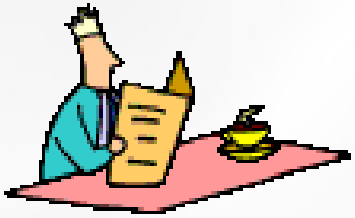
IFA Support Processes

Menus

Global

Access

- **Menu Support**
  - ❑ Missing Menus Report
  - ❑ Master Menu Maintenance
    - ▪ Adding / Updating
    - ▪ Global Changes
    - ▪ Dining Facility Access
    - ▪ FY Roll Over
  - ❑ Master Menu Recap
  - ❑ Operational Menus



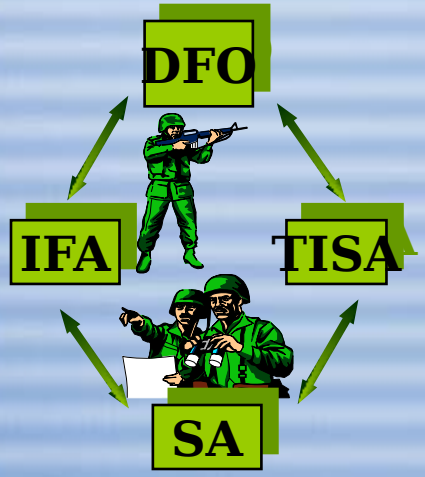
Agency Coordination & Support

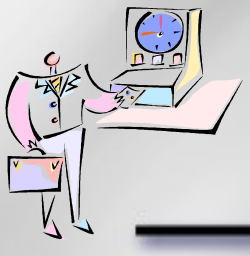
Learning Activity Four

TISA Coordination

TISA Support

Systems Administrator Support

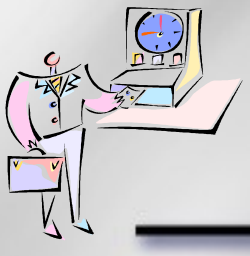




Agency Coordination & Support

Support

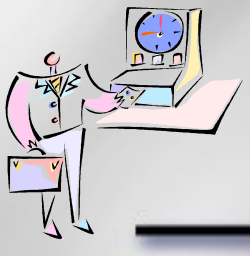
- **TISA Coordination**
  - Communication
    - Bulletin Board
  - Subsistence Coordination
    - MIF Reconciliation
    - MIF Updates
    - Subsistence Reports
      - Price Updates
      - Items Changes - TIIN



Agency Coordination & Support

Support

- **TISA Support**
  - ❑ Account Support
    - ▪ Schedule - Closing
  - ❑ BDFA
  - ❑ Subsistence Support
    - ▪ Issue Frequency Schedule
    - ▪ Request / Issues
    - ▪ Prime Vendor – Orders / Receipts
      - • Timely Processing
  - ❑ Inventory Adjustments – Purchases (Issues)



Agency Coordination & Support

Support

- **Systems Administrator**
  - Communication
    - Problem Reporting
    - Problem Corrections
    - System Standards
    - Systems Misuse
    - Customer Support
  - Support
    - Hardware – Software – Data Tables

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